Intern Submission of a CPD Activity

South African Pharmacy Council
Submission of Intern CPD Activity

► Logon to www.sapc.za.org
► Click on Login
► Click on [Registered Person]
Registered persons

► Complete login details and click enter

P Number

ID/Passport Number

Password

Login with your unique account number eg. P12345, enter your full ID/Passport number with no spaces, enter your password as sent to you. Note: your password can be changed once you have successfully logged in. For more information click here to read the tutorial: How to login on the SAPC Website.

- Request a password
- Useful login tips, click here
- Secure login tutorial, click here
Annual Declaration/CPD

- **Annual Declaration** has to be completed first by intern
- Once annual declaration is completed intern to click on **CPD**
Continue to CPD

► Click on continue to CPD

In order to comply with the CPD requirement of the preregistration evaluation, interns are expected to record and submit a minimum of eight CPD activities.

Note That:
- The first 7 competence standards are compulsory.
- Interns must submit a minimum of 8 different competence standards and be successful in a minimum of 5 to be deemed competent (all 8 entities have to be assessed for the intern to be declared competent).
- Refer to the current intern manual for deadline for submission of CPD entries. There will be no CPD assessments in December and early January.
- The results for the CPD entries submitted/resubmitted after the October deadline will be released by the end of February the following year.

Tutors are required to record and submit a minimum of 4 CPD activities annually. Pharmacists and pharmacy support personnel are encouraged to record and submit 4 CPD activities annually so that they are prepared for mandatory recording of CPDs once the CPD regulations have been published. Click [Continue to CPD] to start recording your CPDs.
CPD Cycle

Complete the CPD cycle when submitting a CPD activity
Continue with CPD cycle

► Complete the CPD cycle until Evaluation phase
Upload evidence

Upload evidence at Implementation phase
When upload evidence tab is missed

► When the evidence tab was missed, there will be a pop-up prompt tab to upload evidence
How to restore an archived CPD entry

► When intern has mistakenly archived a CPD entry, click on the archive tab

► Click on restore entry
Deletion of an erroneous entry

Intern can delete an erroneous entry provided the tutor has not submitted it for assessment.
Submit for verification

When satisfied Intern clicks on submit for verification
Verification of CPD entry by tutor

► Tutor to logon to [www.sapc.za.org/Pharmacists CPD](http://www.sapc.za.org/Pharmacists CPD) or [www.sapc.za.org/Intern CPD](http://www.sapc.za.org/Intern CPD) to verify CPD entries submitted by intern

► Tutor verifies the CPD entry and either submits to Council for assessment or to intern for correction